

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: May 5, 2014

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – APRIL 2014 REVISION - #14-04**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for April 2014. The manual can be obtained by accessing the State Controller's Office public website at: www.sco.ca.gov/ppsd_ppm.html.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the April 2014 PPM are provided below.

Section B **003:** Payment Type Suffix Codes, Pay Type H added Suffix D, updated.
 023: Code 050 – Parking Organization Codes, added 164, updated.
 031: Organization Code, Code 354: added 061, 062, 071, and 072, updated. Code 360:
 deleted 163, added 164, updated.
 100: Subject: Agency Codes, Alpha List of Active Agencies, updated.
 101: Numeric Listing of All Agency Codes, updated codes 116, 141, 439, 918, and 933.
 Added codes 963 – 969, updated.

Section G **105:** Miscellaneous Payments Processing Chart, updated.

Section I **032:** Accounts Receivable Offset – Leave Credit Use, updated.

Section N **129.1:** Cars, Personal Use of a State Vehicle, References, updated.
 129.1.2: Cars, General Information, Vehicle Cents Per Mile, updated.
 129.2: Cars, Vehicle Provided by Third Parties, References, updated.
 129.2.2: Cars, Vehicle Provided by Third Parties, General Information, Vehicle Cents
 Per Mile, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: www.sco.ca.gov/ppsd_email.html.

If you have any comments/suggestions or questions that will benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email: acontreras@sco.ca.gov.

LC:AC:CSS